

# CITY OF DETROIT POLICE AND FIRE RETIREE HEALTHCARE TRUST



## Admin Committee Meeting Minutes

Monday, January 11, 2021

9:30 am via Conference Call

<u>Trustees:</u>	<u>Attending Remotely From:</u>	<u>Role:</u>
Chet Opolski	Sterling Heights, MI	Chairman
Dan Bojalad	Rochester, MI	Trustee
Tracy Shippy	Utica, MI	Trustee
Richard Kosmack	Grosse Pointe Woods, MI	Trustee
Brian Roehl	Troy, MI	Trustee

**Legal Representation:** Aaron Castle (via phone)

**BeneSys Representation:** Violet Gjorgjevski, Jennifer Crosby (via phone)

The meeting was held via Conference Call

The meeting was called to order at 9:30 am.

**Motion** – To accept the agenda dated January 11, 2021: By D. Bojalad, seconded by B. Roehl.

- Motion Carried – Unanimously

Copy of the previously approved Administrative Committee Meeting minutes and Closed Meeting Minutes from the December 7, 2020 were presented.

**Public Comment** – None

**Legal Report**

### A. Public Act 254 of 2020

Mr. Castle updated the Admin Committee that PA 254 amends the OMA as follows: (1) replaces "local official or local governing body" with "local chief administrative officer" in a provision that requires a public body to establish procedures to accommodate the absence of a member of a public body because of a statewide or local state of emergency or state of disaster; and (2) extends, those dates pertaining to a meeting of a public body held electronically from January 1, 2021 to March 31, 2021.

## **B. Remote/Virtual Meetings**

Mr. Castle presented a revised draft of the Board's Rules of Procedure incorporating the recent amendments to the Michigan Open Meetings Act regarding remote public meetings.

## **C. Weiler Settlement Surplus**

Mr. Castle informed the Admin Committee that he is awaiting response from City of Detroit Corporation Counsel.

### **Administrative Report/Administrative Committee Report**

Ms. Gjorgjevski updated the Admin Committee that the mail room at BeneSys handles all mail address to the 700 Tower Drive address or directed to a certain person within the office. At this time the mail room is behind in processing mail for various internal reasons, but they are actively working to get caught up quickly.

### **Business Agent Report**

Mr. Opolski reiterated his concerns about timely handling of the mail by BeneSys. He let the Admin Committee know that the phones have been busy in the new year from members requesting assistance with forms and additional support.

### **New Business**

#### **A. Priority Health ID Card Error**

Mr. Opolski informed the Admin Committee that there was an error on the Priority Health PPO ID Cards. The Office Visit Co-Pay Amount was listed as \$10 but should be \$15. Priority Health is sending out new ID Cards with a letter of explanation as to why and that the previous ID Cards received should be destroyed.

### **Unfinished Business**

#### **A. Actuarial and/or Benefit Consulting Service**

#### **B. Turn Around Time**

Ms. Gjorgjevski presented the Admin Committee with the new Turn Around Time Performance Guarantee Amendment. Mr. Castle has reviewed the information and gives his recommendation to approve.

**Motion** – To recommend that the Board accept the Turn Around Time Performance Guarantee Amendment: By B. Roehl, seconded by R. Kosmack.

- Motion Carried – Unanimously

## **C. Weiler Settlement Surplus Funds**

This item was discussed in detail during the Legal Report.

### **Correspondence**

#### **A. Thank You Card & Donation**

Mr. Opolski shared a Thank You card he received from the family of a member that died in 2020. The card included a donation to the Trust. Mr. Castle informed the Admin Committee that the Board can accept this donation.

**Motion** – To recommend that the Board accept donation given by the family of a deceased member: By T. Shippy, seconded by R. Kosmack.

- Motion Carried – Unanimously

**Trustee Comment/Open Forum**

Trustee Bojalad informed the Board that a letter was received informing that the Retirement System now has a Portal available for use.

**Adjournment**

**Motion** – To adjourn the Administrative Committee Meeting: By B Roehl, seconded by D. Bojalad.

Motion Carried – Unanimously

Meeting adjourned at 10:04 am.